

**GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI**  
**FINANCE (ADMINISTRATION DIVISION) DEPARTMENT**  
**4<sup>TH</sup> LEVEL, 'A WING' DELHI SECRETARIAT**  
**I.P. ESTATE, NEW DELHI 110002**

No.F. 22/FIN/E-III/2020/*DSI/222*

Dated: *13/10/2021*

**ENDORSEMENT**

The copy of under mentioned paper is forwarded herewith for information and necessary action to the following: -

1. All Heads of Department, Govt. of NCT of Delhi.
2. All Pay & Accounts Officers, Pay and Accounts Office, Vikas Bhawan. Govt. of NCT of Delhi.
3. All Heads of Autonomous Bodies, Govt of NCT of Delhi.
4. Commissioner M.C.D. (North, East & South), Town Hall, Chandni Chowk, Delhi.
5. Chairperson, NDMC, Palika Kendra, New Delhi.
6. Chief Executive Officer, Delhi Cantonment Board, Delhi.
7. CEO, Delhi Urban Shelter Improvement Board, I.P. Estate, New Delhi.
8. Sy. Analyst with the request to upload the same on Website of Finance Department and all the Departments are requested to download the same from Website of Finance Department (No hardcopy of enclosures will be dispatched to any Organisation/Deptt.)
9. Guard File.

*o/c*  
  
(Manoj Kumar)  
Deputy Secretary

**List of paper forwarded**

S.N	Name of the Ministry/Deptt.	O.M. No. and Date	Subject
1.	Department of Expenditure, Ministry of Finance, Govt. of India	19030/1/2017-E.IV dated 15.06.2021.	Time limit for submission of claims for Travelling Allowance (TA) on Retirement.
2.	Department of Personnel & Training, Ministry of Personnel, Public Grievances & Pensions, Govt. of India	No.A 27012/02/2017-Estt.(AL) dated 01/07/2021	Clarifications on Children Education Allowance (CEA) during COVID-19 epidemic Lockdown period.
3.	Department of Pension and Pensioners' Welfare, Ministry of Personnel, Public Grievances & Pensions, Govt. of India	No. 1(8)/2021-P&PW(H)-7468 dated 20/09/2021	Submission of Annual Life Certificate.

No. 19030/1/2017-E.IV  
Government of India  
Ministry of Finance  
Department of Expenditure  
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North Block, New Delhi  
Dated: 15<sup>th</sup> June, 2021.

OFFICE MEMORANDUM

**Subject: Time-limit for submission of claims for Travelling Allowance (TA) on Retirement - regarding.**

The undersigned is directed to refer to this Department's OM No. 19030/1/2017-E.IV dated 13.03.2018 wherein the time limit for submission of claims for TA on Tour/Transfer/Training/ Journey on Retirement was changed from one year to sixty days, succeeding the date of completion of the journey.

2. Several references have been received in this Department regarding extension of time-limit for submission of TA claims in r/o journeys performed by retired employees and their families for going to Home town/place of settlement after retirement as difficulties are being faced by the retired Govt. officials while claiming reimbursement of TA on retirement within a period of sixty days of completion of their journey.

3. The matter has been considered in this Department and in partial modification of this Department's OM of even number dated 13.03.2018, it has been decided that the time-limit for submission of claims for TA on Retirement is modified from 60 days to 180 days (six months), succeeding the date of completion of the journey.

4. The time limit for submission of TA claim on tour, transfer and training will remain 60 days.

5. These orders will be effective from the date of issue of the order. However, the claims not settled due to time limit of 60 days in terms of the O.M. dated 13.03.2018 on the subject, may be re-considered by the concerned Ministry/ Department.

6. In their application to the persons belonging to Indian Audit and Accounts Department, these orders are issued under Article 148(5) of the Constitution and after consultation with the Comptroller & Auditor General of India.

7. This is issued with the approval of Finance Secretary & Secretary (Expenditure).

Hindi version is attached.



(Nirmala Dev)  
Director

To,

All Ministries and Departments of the Govt. of India etc. as per standard distribution list.

Copy to : C&AG and U.P.S.C. etc. as per standard endorsement list.



No.A-27012/02/2017-Estt.(AL)  
Government of India  
Ministry of Personnel, Public Grievances and Pensions  
Department of Personnel & Training

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Block-IV, Old JNU Campus, New Delhi.  
Dated: 1<sup>st</sup> July, 2021

**OFFICE MEMORANDUM**

**Subject: Clarifications on Children Education Allowance (CEA) during COVID-19 epidemic Lockdown period.**

This Department has been receiving several references/queries from Central Government employees stating that in the prevailing pandemic situation, result/report cards were not sent to the parents by the School through SMS/email, and fee is also being deposited online, and the parents are having difficulty in claiming CEA.

2. The matter has been considered and it has been decided that in relaxation of para 2(b) of this Department's OM No.A-27012/02/2017-Estt.(AL) dated 17<sup>th</sup> July, 2018, the CEA claims may also be considered through a self-certification made from the concerned employees or through printout of e-mail/SMS of result/report card/fee payment, in addition to the prescribed modes of claims only for the academic years ending March, 2020 and March, 2021.

3. Cases already settled in favour of the Central Government servant need not be reopened.

Hindi version will follow.



(Sunil Kumar)

Under Secretary to the Government of India  
Tel:26164316

To

1. Ministries/Departments of the Government of India.
2. NIC with a request to upload the OM on the website of DoPT.





सत्यमेव जयते

No. 1(8)/2021-P&PW(H)-7468

भारत सरकार /Government of India

कार्मिक, लोक शिकायत और पेंशन मंत्रालय/Ministry of Personnel, Public Grievances and Pensions  
पेंशन और पेंशनभोगी कल्याण विभाग/Department of Pension and Pensioners' Welfare

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8 वीं मंजिल, बी-विंग, 8<sup>th</sup> Floor, B-Wing,  
जनपथ भवन, जनपथ, Janpath Bhawan, Janpath,  
नई दिल्ली-110001 /New Delhi-110001  
Dated: 20<sup>th</sup> September, 2021

**OFFICE MEMORANDUM**

**Subject: - Submission of Annual Life Certificate**

Every Central Government pensioner has to submit **Annual Life Certificate** in the month of November for further continuation of pension. It has been observed that a large number of Central Government pensioners physically visit bank branches for this purpose.

2. Earlier, as a measure to enable an additional exclusive window to very senior pensioners, this Department, vide its OM No. 1/20/2018-P&PW(E), dated 18.07.2019, allowed the pensioners in the age group of 80 years and above, to submit Annual Life Certificate from 1<sup>st</sup> October onwards, instead of 1<sup>st</sup> November onwards, every year.

3. The different modes available to a pensioner for submission of Annual Life Certificate are once again summarized for Pensioners' awareness. An Annual Life Certificate can be submitted manually or digitally as per convenience of the pensioner –

- i. Life certificate can be recorded by Pension Disbursing Banks (PDAs), if the pensioner physically appears before the PDA.
- ii. Personal appearance of a pensioner will not be required, if the pensioner submits the life certificate form signed by any 'designated official.' In accordance with para 14.3 of the Scheme Booklet issued by CPAO, a pensioner who produces a life certificate in the prescribed form signed by persons specified is exempted from personal appearance. A list of designated officials specified for signing the Life Certificate as per the scheme booklet of CPAO is attached at **Annexure**.
- iii. Pensioners can submit Life Certificate online from home through **Jeevan Pramaan Portal**. The process of submission of Digital Life Certificate through "Jeevan Pramaan" may be seen at <https://youtu.be/nNMikTYqTF8>. UIDAI has provided details of all biometric devices which are permissible for capturing biometrics of a person. Pensioners may visit the site [www.uidai.gov.in](http://www.uidai.gov.in) to get information of all such devices.



iv. **India Post Payments Bank (IPPB)** of Department of Posts along with Meity have successfully launched the initiative of the Department of Pension & Pensioners' Welfare: **"Doorstep Service for submission of Digital Life Certificate through Postman"** in November 2020. In order to make this facility available across the country, DoPPW roped in the India Post Payments Bank (IPPB) to utilize its huge network of Postmen and Gramin Dak Sevaks in providing doorstep facility to pensioners for submission of life certificate digitally. IPPB is utilizing its national network of more than 1,36,000 access points in Post Offices and more than 1,89,000 Postmen & Gramin Dak Sevaks with smart phones and biometric devices to provide Doorstep Banking Services. For leveraging this facility through Mobile, a pensioner has to download **"Postinfo APP"** from Google Play store. The process of submission of Digital Life Certificate through Postman may be seen at [https://youtu.be/cERwM\\_U7g54](https://youtu.be/cERwM_U7g54).

v. DoPPW was also instrumental in roping in an **Alliance comprising 12 Public Sector Banks which do "Doorstep Banking"** for its customers in 100 major cities of the country under Ease of banking reforms. PSB Alliance has introduced the service for collection of Life Certificates under the umbrella of Doorstep Banking. DSB Agent shall visit the doorstep of Pensioner to render the service. Service can be booked by the pensioner through any of the 3 channels i.e. Mobile App, Website or Toll Free Number.

- Mobile App i.e. **"Doorstep Banking (DSB)"** can be downloaded from Google Playstore.
- Pensioners can access through Web Browser i.e. <https://doorstepbanks.com/> & <https://dsb.imfast.co.in/doorstep/login>
- Through Toll free Number:- 18001213721, 18001037188

4. All Pension Disbursing Authorities are requested to take note of this OM for compliance and give wide publicity of the same amongst pensioners.

This issues with the approval of the competent authority.

*Rajesh Kumar*  
(Rajesh Kumar)

Under Secretary to the Govt. of India  
Tel. No. 23310108

To,

1. CMDs/CPPCs of all Pension Disbursing Banks
2. Central Pension Accounts Office (CPAO), Ministry of Finance, Department of Expenditure, Trikot-II, Bhikaji Cama Place, New Delhi
3. Chairman, Railway Board, Ministry of Railways, Rail Bhawan, New Delhi.
4. Secretary, Ministry of Defence, South Block, New Delhi.
5. Secretary, Department of Ex-Servicemen Welfare, South Block, New Delhi.



6. Secretary, Department of Financial Services, Jeevan Deep Building, Sansad Marg, New Delhi.
7. Secretary, Department of Telecommunications, Sanchar Bhavan, New Delhi.
8. Secretary, Department of Posts, Dak Bhavan, New Delhi
9. All Chief Secretaries of States.
10. NIC: -for posting on website of this Department.
11. All Pensioners' Association under Pensioners' Portal: - for giving wide publicity among pensioners.

## Annexure

### List of persons specified for signing the Life Certificate (para 14.3 of Scheme Booklet by CPAO)

- i. A person exercising the powers of a Magistrate under the Criminal Procedure code;
- ii. A Registrar or Sub-Registrar appointed under Indian Registration Act;
- iii. A Gazetted officer of the Government;
- iv. A Police Officer not below the rank of Sub-Inspector in-charge of a Police Station;
- v. A Postmaster, a departmental Sub-postmaster or an Inspector of Post Offices;
- vi. A Class-I officer of the Reserve Bank of India ,an officer (including Grade II officer) of the State Bank of India or its subsidiary;
- vii. A Justice of Peace;
- viii. A Block Development Officer, Munsif, Tehsildar or NaibTehsildar;
- ix. A Head of Village Panchayat, Gram Panchayat, Gaon Panchayat or an
- x. Executive Committee of a Village;
- xi. A Member of Parliament, of State legislatures or of legislatures of Union Territory Governments/Administration
- xii. Treasury Officer.